

# **Employee Self-Service**

# Updating your W-2/W-2c Consent and Viewing your W-2/W-2c forms

All employees will have access within Employee Self-Service that will allow the ability to update their W-2/W-2c preferences. As an employee, you may consent to receive an electronic W-2/W-2c version of your Annual W-2/W-2c Federal tax form. If you consent to receiving an electronic copy, it will replace the paper copy that will be mailed out. The electronic W-2/W-2c form is a legally file-able copy for your Federal Tax filings. Once you have consented, you may view, save, or print your W-2/W-2c form. There will be two years of Federal Tax forms available online through Employee Self Service.

#### **Important Reminders:**

- Employees who have more than four Box 14 items will receive a notice to expect two W-2 Forms. The second form will contain only additional optional reporting information.
- Employees of Agencies that utilize the MassHR Employee Service Center (ESC) should contact the ESC with W-2/W-2c related questions by calling 1-855-4HR-SPPT (1-855-447-7778) or for TTY users: (617) 248-0546.
- Employees of Agencies that <u>do not</u> use the ESC should contact their Agency Human Resources or Payroll Department with W-2/W-2c related questions.

### Submit your W-2/W-2c Consent:

Step	Action
1.	Log in to Employee Self-Service with your user ID (employee ID) and password.
2.	From the Self-Service homepage, click on the <b>SELF SERVICE</b> link located in the menu box.
3.	On the <b>SELF SERVICE</b> page, click on the <b>PAYROLL AND COMPENSATION</b> link to access your Payroll and Compensation page.
4.	To Submit your W-2/W-2c consent to receive an electronic form, click the <b>W-2/W-2c CONSENT</b> link.
5.	You will arrive at the <b>W-2/W-2c Consent Form</b> page. Please scroll down through the text box, in order to review all of the information on the page.

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6.	To <u>Submit</u> your W-2/W-2c consent to receive an electronic W-2 or W-2c form, select the Check Box, "Check here to indicate you have read and consent to receive electronic W-2 and W-2c forms."  Then select <b>SUBMIT</b> .
7.	You will be directed to the Verify <b>Identity</b> page. You will need to verify your identity by typing in your password. You will notice that your User ID is prepopulated for you.
	Enter your Self Service password and click <b>CONTINUE</b> .
8.	Click the <b>OK</b> button to confirm your identity.
9.	Once you have verified your identity, you will return to the W-2/W-2c Consent Page.  You will now see your current consent status:  • Your Current Status: Consent received.  This confirms that you will receive an electronic W-2/W-2c form.
10.	Click the RETURN TO SELF SERVICE link once you have completed your consent.

## Withdraw your W-2/W-2c Consent:

Step	Action
1.	Log in to Employee Self-Service with your user ID (employee ID) and password.
2.	From the Self-Service homepage, click on the <b>SELF SERVICE</b> link located in the menu box.
3.	On the <b>SELF SERVICE</b> page, click on the <b>PAYROLL AND COMPENSATION</b> link to access your Payroll and Compensation page.
4.	To Withdraw your W-2/W-2c consent to receive an electronic form, click the <b>W-2/W-2c CONSENT</b> link.
5.	You will arrive at the <b>W-2/W-2c Consent Form</b> page. Please scroll down through the text box, in order to review all of the information on the page.
6.	To <u>Withdraw</u> your consent to receive electronic W-2 or W-2c form, select the Check Box, "Check here to withdraw your consent to receive electronic W-2 and W-2c forms."  Then select <b>SUBMIT</b> .
7.	You will be directed to the Verify <b>Identity</b> page. You will need to verify your identity by typing in your password. You will notice that your User ID is prepopulated for you.  Enter your Self Service password and click <b>CONTINUE</b> .

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Step	Action
8.	Click the <b>OK</b> button to confirm your identity.
9.	Once you have verified your identity, you will return to the W-2/W-2c Consent Page.  You will now see your current consent status:  • Your Current Status: Consent Withdrawn.  This confirms that you will not receive an electronic W-2/W-2c form.
10.	Click the <b>RETURN TO SELF SERVICE</b> link once you have completed your consent.

View your W-2/W-2c:

	your vv-2/vv-2c:
Step	Action
1.	Log in to Employee Self-Service with your user ID (employee ID) and password.
2.	From the Self-Service homepage, click on the <b>SELF SERVICE</b> link located in the menu box.
3.	On the <b>SELF SERVICE</b> page, click on the <b>PAYROLL AND COMPENSATION</b> link to access your Payroll and Compensation page.
4.	To view your current W-2/W-2c form as well as the previous year's W-2/W-2c, click the <b>VIEW W-2/W-2c FORMS</b> link.
5.	You will arrive on the <b>VIEW W-2/W-2c FORMS</b> page, where you will be allowed to review your available W-2/W-2c forms.
6.	The Select Year End Form table will allow you to view your current year's W-2/W-2c forms, as well as one year prior. The areas available for view are the following: <b>Tax Year:</b> The tax year in which the W-2/W-2c form is completed for, presented in a YYYY format. <b>W-2 Reporting Company:</b> Will display COM for the Commonwealth of Massachusetts. <b>Tax Form ID:</b> Will display either W-2 or W-2c. <b>Issue Date:</b> The date in which the W-2/W-2c is issued. <b>Year End Form:</b> The link that will open the W-2/W-2c form. <b>Filing Instructions:</b> The Federal Instructions to an Employee on the back side of a W-2/W-2c form.
	Select the <b>YEAR END FORM</b> link, in order to view your selected W-2/W-2c form.

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**Electronic W-2/W-2c View:** You have the option to save or print your W-2/W-2c form. For detailed information on how to understand your W-2/W-2c form, please refer to the annual W-2 Brochures, which can be located on the Comptroller's Website at: <a href="http://www.mass.gov/osc/business-functions/payroll-lcm/tax-information.html">http://www.mass.gov/osc/business-functions/payroll-lcm/tax-information.html</a>

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